

CITY OF BRYAN
JOB DESCRIPTION

Working title: HOUSING STUDENT INTERN	Division: COMMUNITY DEVELOPMENT
Position Status: TEMPORARY – Not to exceed 6 months	

SUMMARY

Performs inspection, clerical, drafting and job site coordination duties as assigned by the Construction Project Specialist for public works, public facility construction, housing down payment and rehabilitation activities for Community Development Services.

DUTIES AND RESPONSIBILITIES

Assists with the measurement and inspection of homes for the Rehabilitation /Reconstruction program. Prepares site plans, working drawings, cost estimates and preliminary scopes of work for rehabilitation projects. Conducts jobsite visits, maintains records and coordinates change orders and project payments on assigned projects. Performs related duties as assigned.

EDUCATION/EXPERIENCE

Required:

High School Diploma. Collegiate course work in building construction, architecture, engineering or related field. Substantial residential construction management experience may be substituted for the collegiate course work.

Ability to organize and maintain records.

Ability to adapt to a continuously changing work environment.

Ability to interpret and apply applicable regulations.

Working knowledge of the International Residential Code and the International Energy Conservation Code.

SKILLS/ABILITIES

Coordinate construction projects

Estimate project costs.

Proficient in use of computers for drafting, word processing, spreadsheet and construction based applications.

Ability to meet and interact effectively and appropriately with a variety of clientele.

Ability to organize and maintain records; analyze information.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C drivers license with a good driving record as measured by the City's evaluation system.

Occasional evening and weekend meetings and assignments.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Physical efforts includes:

Lifting 30 pounds from floor to waist, 20 pounds from waist to shoulder, 20 pounds overhead and carrying 30 pounds for 50 feet.

Standing, walking, crawling, climbing ladders.

Working in temperatures exceeding 90°F and below 32°F.

Working in the presence of pollen, dust, and poisonous insects and plants.

Working at heights up to 20 feet as needed.

Sitting, driving, and operating office equipment.

Working in a well lighted, air-conditioned office.

EQUIPMENT

Computer, calculator, telephone, copier, FAX, and automobile/pickup.